

**HISTORIC DISTRICT**  
**REQUIREMENTS FOR APPLICATION TO**  
**MCCLELLANVILLE, S.C. ARCHITECTURAL REVIEW BOARD**

The purpose of the McClellanville Architectural Review Board is to maintain the prevailing character of the Historic District of the Village. Public participation in this effort is strongly encouraged.

**The Architectural Review Board meets on the third Monday of each month at 7:00 PM at the Town Hall, 405 Pinckney Street, McClellanville, S.C. (phone 843 887-3712).** It is strongly encouraged that applicants request and attend a pre-application meeting. Attendance of the applicant, and/or his/her representative, at the ARB meeting to present the request and answer questions, may also help to expedite review and decision by the Board. The applicant must provide the names of the immediately adjacent property owners so they may be notified of the request and meeting date. **This application must be received at the Town Office no later than 11:00 AM on Thursday, 11 days prior to the meeting,** to be considered at the regular meeting of the Architectural Review Board, scheduled on the third Monday of each month. The submission deadline is published on the Town's web site at <http://www.townofmcclellanville-sc.net> or **call Town Hall (843) 887-3712 for the date. Please note that Holidays may postpone the meeting 7 days, (i.e. Labor Day).**

The jurisdiction of the Architectural Review Board extends over properties within the McClellanville Historic District. The District includes portions of Baker, Cassena, Charlotte, Drayton, Dupre, Golden Pearl, Legare, Liberty, Lofton Court, McClellan Avenue Mercantile, Morrison, Morrison Court, North Pinckney, Oak, Pinckney, Rutledge Court, Scotia, Society, Taylor, Thomas Pinckney Court, Venning, Water, and Watson (see map on file at Town Office).

The following activities in the Historic District (see accompanying map) require the approval of the Architectural Review Board:

1. DEMOLITION, IN WHOLE OR IN PART, OF ANY EXISTING STRUCTURE;
2. ALTERATIONS TO ANY EXISTING STRUCTURE;
3. NEW CONSTRUCTION;
4. ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY SIGN.
5. ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY FENCE.

## REQUIREMENTS BY CATEGORY:

1. DEMOLITION
  - 1) Completed application form;
  - 2) Map (may be hand drawn) showing exact location on the property of the request;
  - 3) Photographs of all sides of the structure which will be demolished.
  
2. ALTERATIONS TO EXISTING STRUCTURES:
  - 1) Completed application form.
  - 2) Scaled drawings (plans), in duplicate, showing:
  - 3) the exact location on the property of the request.
    - a. dimensions of the affected lot, in the form of a surveyor's plat or accurate drawing, to include placement of existing structures as well as all alterations, accurately located on the property.
    - b. written description of proposed alterations to exterior appearance indicating proposed and existing materials and textures (include, when applicable, type of roofing, siding, windows and doors, and foundation material to be used).
    - c. scaled plans and elevations of existing structures and proposed changes.
  - 4) Photographs of existing and adjoining structures and/or material samples and additional drawings may be required by the Board.
  
3. REQUIREMENTS FOR NEW CONSTRUCTION
  - 1) Completed application form:
    - a. plat of property
  - 2) Scaled drawings, in duplicate, showing:
    - a. the exact location of the request on the owner's property;
    - b. the exact location of existing buildings and structures on the property, and
    - c. proposed construction showing exterior appearance in plan and elevation and indicating proposed materials and textures (PLEASE SPECIFY: type of roofing material, siding, windows and doors, and foundation to be used).
  - 3) Photographs of adjacent structures or property and/or material samples and additional drawings when deemed necessary by the Board.
  - 4) DHEC well water submission.
  - 5) Site Plan
  - 6) Elevation certificate
  - 7) Permit to construct onsite wastewater system (DHEC)
  
4. REQUIREMENTS FOR ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY SIGN:
  - 1) Completed application.
  - 2) Drawing of proposed sign, indicating dimensions and exact location on the property.
  - 3) Photograph of structures to which sign relates; and/or material samples and additional drawings may be required by the Board where needed.
  
5. REQUIREMENT FOR ERECTION, ALTERATION, RECONSTRUCTION, OR DEMOLITION OF ANY FENCE:
  - 1) Completed application;
  - 2) Scaled drawing of proposed fence elements and exact location on property, with written description including materials to be used;
  - 3) Photograph of structures to which fence relates; and/or material samples and additional drawings as may be required by the Board where needed.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
MCCLELLANVILLE, S.C. ARCHITECTURAL REVIEW BOARD**

Date \_\_\_\_\_

Fee - Paid:

1. Applicant's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Email (\_\_\_\_) \_\_\_\_\_

2. Site Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_

3. Zoning \_\_\_\_\_

4. Application for:            New Construction             Alteration   
                                 Fence             Demolition             Sign

5. Detailed Description of Proposed Activity (Please specify, where applicable, the proposed type of roofing, siding, windows, doors, and foundation to be used. For a fence or sign, specify the sign or fence materials):

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6. Please include a simple drawing of the property, showing the location of the change or addition on the property, the scale of the proposed change, and the relative location of neighbors.

7. Owner or representative (please specify) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_



# Zoning Permit Application

Section 10.5.2 McClellanville Zoning and Land Dev. Ordinance

405 Pinckney Street  
McClellanville, SC 29458  
(843) 887-3712

Date Filed \_\_\_\_\_ \$25 Fee Paid \_\_\_\_\_

ARB/DRB District \$50 Fee Paid \_\_\_\_\_

Applicant is: Owner(s)  OR (Owner is not applicant) Designation of Agent

PROPERTY ADDRESS: \_\_\_\_\_ TMS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant name(s) (Print): \_\_\_\_\_

Name/Address of Owner(s)(PRINT)

Name/Address of Designation of Agent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Email \_\_\_\_\_ Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_ Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Designation of Agent:** (complete only if owner is not applicant): I (we) hereby appoint the person named as Applicant to represent my(our) interest in this request for a zoning permit.

Date: \_\_\_\_\_ Owner \_\_\_\_\_ Owner \_\_\_\_\_

Owner (print) \_\_\_\_\_ Owner(print) \_\_\_\_\_

**Certification of Covenants/Restrictions:** I (we) hereby certify that to my (our) knowledge, the tract or parcel of land subject to this application  IS OR  IS NOT restricted by any recorded covenant that is contrary to , conflicts with, or prohibits the activity for which this permit is sought.

I (we) certify that the information in this request is correct.

Date: \_\_\_\_\_ Owner \_\_\_\_\_ Owner \_\_\_\_\_

Owner (print) \_\_\_\_\_ Owner(print) \_\_\_\_\_

